

To apply:

1. Read the job description carefully. 2. Fill out the form below and save to your desktop. 3. Send an email to studentapp@library.umass.edu **with the name of the position in the subject line and your application (and any supporting documents) attached. Mac users should not use Preview to complete the application, please use Adobe Reader.**

Scholarly Communication Office Student Assistant

Job Description:

The Scholarly Communication Office facilitates innovation and supports experimentation in the production and dissemination of new scholarship and research. The Office is responsible for updating and maintaining ScholarWorks@UMass Amherst, which is a digital repository for the research and scholarly output of members of the University of Massachusetts Amherst community administered by the UMass Amherst Libraries. A student assistant in this office will provide support to the full-time staff of the Scholarly Communication Office.

Duties:

- Assist with a variety of projects for ScholarWorks, such as checking self-archiving permissions, collecting articles and grey literature on behalf of faculty, creating or editing PDF and Word documents, uploading additional content to ScholarWorks' collections including journals, conferences, and open education materials.
- Assist the department with event planning, conferences, workshops, and training sessions.
- Assist in the preparation of project documentation.
- Assist the department with its Open Education Initiative grants, events or advocacy efforts on open education, or participating in other projects such as the World Librarians Network.
- Other duties as assigned.

Requirements:

- Basic computer skills, such as familiarity with Microsoft Office suite (particularly Excel); Adobe Acrobat software.
- Comfortable with online data entry and familiarity with basic html.
- Attention to detail and excellent organizational skills.
- Self-motivated with the ability to work independently to troubleshoot and creatively solve problems as well as in a team environment.
- Ability to work in a high production environment and learn new skills quickly.
- Demonstrated good oral and written communication skills.
- Ability to follow written and verbal instructions.

Preference given to those interested in scholarly publishing, copyright law, Creative Commons licenses, open educational resources, and open scholarship. Interest in pre-law, public policy, open access, and a broad interest in research are pluses.

Student Information Sheet UMass Amherst Libraries

Date _____ Spire #: _____

Name (Last) _____ (First) _____ (M.I.) _____

Local Address _____

Phone _____ Email _____

Class of 20 _____ Major _____

Do you have a work-study award? YES NO

Have you worked on campus before? YES NO

Have you worked for the Libraries before? YES NO

Will you have another job on campus during this semester? YES NO

If yes, in which department is your other job? _____

Check all that apply:

- Undergraduate Student
- Graduate Student

Resident Status:

- U.S. Citizen
- F1
- J1
- Resident Alien

Availability (Please list the hours you are available):

	Overnight (12 midnight-8 a.m.)	Morning (8 a.m.-12 noon)	Afternoon (12 noon-5 p.m.)	Evening (5 p.m.-12 midnight)
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Employment Record: List last job held. (Optional: Attach resume)

Company/Organization _____ Dates of Employment _____

Supervisor's Name _____ May we contact? YES NO

Job Duties:

For Library Supervisor to fill out:

Employment Period	Start Date	Library Department	Pay Grade	Pay Rate	Hours Per Week	Supervisor's Signature
<input type="checkbox"/> Academic Year <input type="checkbox"/> Summer			<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D			

For Library HR:

Employee ID _____ Rec #: _____ W/S: YES NO

1. What attracted you to this position in the Scholarly Communications office?

2. What do you think it takes to be successful in this position?

3. What opportunities have you had working and collaborating in diverse, multicultural, and inclusive settings?